



# City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

## INVITES APPLICATIONS FOR:

### ENGINEERING TECHNICIAN

\$1,934.59 - \$2,031.28 - \$2,132.90 - \$2,239.48 - \$2,351.44  
(Bi-Weekly Salary)

**Final Filing Date: Monday, December 14th, 2015, by 5:00 p.m.**

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current vacant position is in the Community Services Department.

*The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Engineering Technician classification.*

**Position:** Under general supervision, to perform a variety of routine drafting, surveying and technical field and office work; to monitor, review, and inspect workmanship and materials used in a variety of public works projects; to ensure conformance with plans, specifications, and Departmental regulations; to perform construction plan checking and survey work, and to prepare and issue encroachment permits; and to provide technical assistance to assigned departments or divisions.

**Qualifications:** Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

**Experience:** One (1) year of increasingly responsible experience performing a variety of engineering office and field work, including construction inspection, surveying, drafting, or related work. One (1) year of construction inspection experience is desirable.

**Training:** Equivalent to the completion of twelfth grade supplemented by specialized training in mathematics, civil engineering, GIS or a related field.

**Physical and Other Requirements:** Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 pounds; exposure to noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

**License & Certificate:** Possession of, or ability to obtain, an appropriate, valid driver's license. Including a safe driving record.

**Examples of Duties:** Prepare drawings from engineering sketches, survey field notes, and other data for use in design and construction of a variety of public works project including water lines, streets, storm drains, and facilities. Prepare, assemble, and distribute copies of maps, charts, and large format copies as requested. Perform and check mathematical calculations related to drafting and basic engineering. Maintain and update a variety of maps and records, both paper and electronic, including city street maps, utility system maps, lot and block maps for field use. Develop and maintain filing systems for maps and engineering drawings; develop and produce map books for field use by a variety of field services departments. Compile roadway feature data; prepare condition diagrams. Clearly communicate with public, engineers, architects, city staff, and others effectively at counter, in the field, and by written correspondence. Conduct speed zone surveys. Perform stop sign and traffic signal warrant studies. Prepare collision diagrams. Inspect various structures and public works, private and capital improvement construction projects for conformance with specifications and regulations; check line, grade, size, elevation, and location of structures, roadway improvements, and underground utilities. Review and confer with other engineering staff in the approval of proposed traffic control plans; monitor traffic control problems at construction site; coordinate corrections if necessary. Record amounts of material used and work performed; prepare necessary reports for extra work items, progress payments, and survey reduction. Review plans and specifications of various assigned projects; attend pre-construction conferences with contractors, utility companies, and City staff members for planning of construction project schedules. Monitor and participate in the performance of a variety of field and office duties which may include soil compaction, water pressure, water quality, and concrete compliance tests; perform survey activities. Conduct plan checking of public/civil works construction drawings; review various types of revisions to ongoing construction projects. Coordinate work with other City departments and utilities; confer with contractors, developers, and project engineers regarding compliance with standards. Perform related duties and responsibilities as assigned.

**How to Apply:** A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, Ph: (831) 636-4300 ext. 24.** Applications must be received in the Human Resources Division Office by 5:00 p.m. on Monday, December 14<sup>th</sup>, 2015. Copies may be downloaded from the following City website address: [www.hollister.ca.gov](http://www.hollister.ca.gov). Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

**Selection Process:** Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

**Equal Opportunity/Affirmative Action:** The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

**Post-Offer Medical Examination:** Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

**Group Insurance:** Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of a variety of medical plans offered through CalPERS Health Plans. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

**Retirement:** The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

**Vacation Leave:** 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

**Holidays:** Twelve and a half (12 ½) paid holidays per year.

**Sick Leave:** Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

**IRS Flexible Spending Plan:** IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

**Life Insurance:** City pays \$50,000 Life & AD&D Insurance.

**Bilingual Pay:** City pays \$125 per month upon assignment.

**Deferred Compensation:** Optional Voluntary 457 and Roth Plan available.

**Other Benefits:** Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.***

**DATE OF NOTICE:** December 2, 2015